I. Purchasing Instructions:

A. Award Description

This contract is for the purchase of Rubber Stamps and Marking Products. Stamps and Marking Products are defined as tools used to imprint or impress an official mark, design, or seal that indicates ownership, approval, or completion. Marking Products are inclusive of the following: Pre-Inked Stamps, Self-Inking Stamps, Daters, Self-Inking Daters, Alphanumeric Band Stamps, Traditional Wooden or Plastic Stamps, Signature Stamps, Artwork/Logo Stamps, Inks, Stamp Pads, Seals and Embossers.

Quotation Directives

1. Prequalified vendors will be invited to participate in spot market purchases as required by the County for specific items or service. When spot market purchases are initiated, pre-qualified vendors shall be invited to offer a fixed price for a specific individual purchase/work order, or a specific purchasing period.

2. ALL quotations issued under this pre-qualification contract must utilize the current and active "terms and conditions" in place that includes the latest legislative changes. Please refer the Procurement Management link (http://www.miamidade.gov/procurement/itb-terms-conditions.asp) to retrieve that latest version of the current T&Cs.

3. All quotations issued must be provided to the Small Business Development Division (SBD) of the Internal Services Department for placement on the Cone of Silence Report upon advertisement. Once an award recommendation is made, SBD must be notified in order to remove the competition from the report.

II. Awarded Vendor:

FIN No.	Vendor Name	Vendor Address	Vendor Contact Information	
382471219-01	Rodzina Industries, Inc.	3518 Fenton Rd. Flint, MI 48507	Name: Robert E Cross Jr. E-mail: rodzinaind@aol.com	Phone: 810 235-3919 Fax: 800 877-7448
591456846-01	American Stamp Works, Inc .	20825 NW 2ND Avenue Miami Gardens , FL 33169	Name: Bud Hoffmann E-mail: asw@americanstamp.net	Phone: 305 691-1941 Fax: 305 691-0210
592524876-02	Galloway Office Supplies, Inc.	10201 NW 21TH Street Miami, FL	Name: Jim Toural E-mai:Jim@gallowayofficesupply.com	Phone: 305 591-1616 Fax: 305 591-5655
650309409-01	Rapid Rubber Stamps, Inc.	10384 SW 141 Court Miami, FL 33186	Nme: Lloyd K.R. Persaud E-mail: krlloydp@bellsouth.net	Phone: 305 383-7447 Fax: 305 383-9145

III. Quotation Award Checklist:

The following is provided as a reminder of some important items that each department should check/ complete/ document prior to making an award.

- Check that vendor meets minimum requirements such as certifications or license requirements.
- If the contract has a Small Business preference, goal or is a set-aside, check that the recommended vendor is on the Small Business Division certification list.
  (See www.miamidade.gov/business/reports-certification-list.asp)
- If the contract includes preferences (Local, Locally-Headquartered, Veteran's, and Small Business, as applicable), check that they were applied correctly. Obtain a signed Collusion Affidavit from the recommended vendor.
- In your notice to all participants of the quote results, copy the Clerk of the Board (clerkbcc@miamidade.gov) and include language advising the vendors that the Cone of Silence is lifted. [**Sample language**: *In accordance with the reference solicitation, and Section 2-8.4 of the Code of Miami-Dade County, you are hereby notified that the (Dept. name) recommends award of this*

quote to: (Company name). Provision of this notice also serves to confirm the lifting of the Cone of Silence from this procurement action as dictated by Section 2-11.1(t) of the County Code.]

- **Allow a three (3) business day protest period**, beginning the day after the award recommendation is posted with the Clerk, prior to completing award if applicable with your award value (over $25K).

IV. Event Log:

Date	Description	Agent